

GRANTMAKERS —
FOR SOUTHERN
— PROGRESS

Program Coordinator Job Description

Organization: Grantmakers for Southern Progress (GSP)

Title: Program Manager

Salary Range: \$65,000 - \$70,000 annually

Location: This is a remote position, but the candidate must be based in the U.S. South

Job Classification: Full-time, Non-Exempt

Reports To: Program Manager

Supervisory Responsibilities: None

Travel Requirement: This position requires approximately 25% travel.

About Grantmakers for Southern Progress

Grantmakers for Southern Progress is committed to being an anti-racist organization that centers and responds to the voice and liberation of Southern communities living in the margin. As we build a people-centric culture, we understand the complexities of aligning our mission, vision, and values with the experiences and interests of our staff. To ensure we successfully align ourselves and work towards equitable, structural change in the South, we hire people excited to engage in culture-building with us. Our hires are team builders who authentically engage with others, are eager to learn, are agile, transparent, open to change, and are ready for continuous feedback.

In return, we commit the following to our people:

- We will evaluate and document our internal systems change process to ensure our structures meet the needs of our employees, members, and Southern communities who benefit from our work.
- We are committed to listening and learning from our staff, the voices directly impacted by GSP's work and other organizations that have embarked on this journey to become antiracist organizations.
- We will strategically manage our staff's long-term career development to ensure their growth as a leader with and beyond GSP.
- We have implemented equitable salary policies and practices.
- As a fiscally sponsored organization, we have partnered with an institution that offers competitive benefits and abundant paid time off to encourage staff's health and well-being.
- We commit to transparent and open communication. We will share relevant information, feedback, and expectations with our staff in a timely, honest, and respectful manner.
- We commit to building a remote work environment that encourages open dialogue across teams and with team leads, engages in active listening, and addresses concerns or issues promptly.

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As we continue evaluating our systems, structure, and culture, please note that job descriptions, roles, and responsibilities are subject to change or modification.

Position Summary

The Program Coordinator will provide year-round support to GSP's programs including learning tours, funder briefings, and the biennial convening, with special emphasis on the Fellows for Southern Progress cohort. The Program Coordinator will arrange all the details for in-person and virtual meetings, including travel for participants, faculty, and staff. Additionally, they will provide logistical and administrative support for the Program staff. This position reports to the Program Manager.

Key Duties and Responsibilities

The Program Coordinator will be responsible for:

Program and Travel Logistics (Approximately 50% of the role)

- Provide logistical support to GSP's members-only and public programming to include, but not limited to scheduling, travel arrangements, meeting materials, vendor and venue contracts;
- Make travel arrangements, prepares trip itineraries and manages expense reporting for GSP's programming;
- Serve as meeting planner (managing logistics, materials, necessary follow-up); support in researching and securing program venues, materials for programs, and meeting logistics as needed;

Administrative Support (Approximately 35% of the role)

- Manage the creation and maintenance of GSP's annual programming calendar for organization-wide use;
- Curate and organize relevant resources, documents and materials for program participants and staff;
- Support with and/or manage social media, web conferencing and other meeting/document sharing platforms;
- Support in monitoring, tracking and responding to the processing of consultant agreements, proposals, invoices, credit card reports, and report submissions, and other documents as requested;
- Prepare general correspondence, emails, agendas, memos, documents, presentations, reports, and other materials with intermediate-expert level skills in using Microsoft Office Suite (i.e., Word, Excel, PowerPoint, Access is a plus) or a similar professional suite;
- Proofread documents, reports and publications for accuracy and clarity;
- Prepare meeting agendas, takes and transcribes meeting notes, prepares meeting details and summaries;

Organizational Responsibilities (Approximately 15% of the role)

- Organize and prioritizes workload to be able to effectively complete multiple assignments within established time frames;

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- Support and execute strategic planning or related activities;
- Work in conjunction with the operations team;
- Attend regular 1:1 meetings with supervisor, staff meetings and four in-person staff gatherings.
- Additional duties as assigned.

Experience and Qualifications

A competitive candidate will have the following experiences, knowledge, and attributes:

- 3-5 years experience in a similar role or a role with transferable skills;
- Experience with event planning, coordination and vendor management in non-profit or philanthropic environments;
- Effective communication, including writing, speaking, and interpersonal communication;
- Critical thinking and problem-solving abilities;
- Excellent customer service skills;
- Excellent time management and organization skills;
- Great collaboration and teamwork abilities;
- Proven self-starter with high level of initiative and execution;
- Commitment to racial justice, gender justice, and structural change for social justice in the US South; and
- Frequent travel is expected.

This job posting will remain open until the position is filled. To apply for this role, please submit your resume and cover letter via email at HR@g4sp.org. Please use your name and Program Coordinator as the subject line.